



Fun with Clipart

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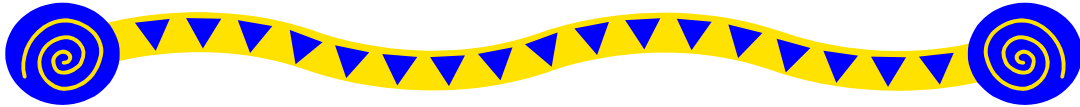
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Fun with Clipart

Some basic instructions for playing around with clipart on your computer



FINDING YOUR BASIC CLIPART COLLECTION

Microsoft Office comes with a basic collection of clipart. To use it in a document, open the INSERT menu, to PICTURE, then CLIPART. In the box that opens up, type in a word and click "search" to find clipart that relates to the word you typed. When you find the clipart you want, click it to place it in your document. This works in Word, Excel, PowerPoint, Publisher... all the Microsoft Office products!

BUT YOU'RE NOT LIMITED TO WHAT'S IN THE MICROSOFT COLLECTION

You can purchase collections of clipart from any place that sells computer software. One of my favorites is PrintMaster. Most of the clipart collections are relatively inexpensive, and well worth the money if you do a lot of graphic work.

DON'T FORGET THE WEB!

There are many websites that offer free clipart for use in your documents. There are also a lot of pay sites, too (the free ones are just as good!). See my website (itt.resa.net/ja) for a list of good clipart sites. To download from these sites, on the PC, right-click on the picture, then select SAVE IMAGE, and save the picture to your computer. On the MAC, click and hold, COPY the image, and PASTE it into your document.

INSERTING CLIPART SAVED ON YOUR COMPUTER

Once you have some good clipart stored on your computer, you can access it by opening the INSERT menu, to PICTURE, then FROM FILE. In the box that opens, find the location of your clipart, select the image you want, and click OK.

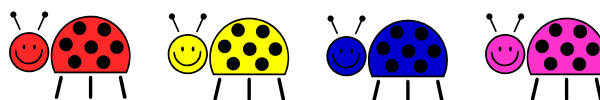
Changing Colors



THIS CLIPART IS PERFECT... WELL, ALMOST!

You found the perfect piece of clipart for your project... if only it were BLUE. No problem! You can recolor it! (Hint: do this in PowerPoint, then copy to other programs).

1. Insert the clipart into a blank PowerPoint slide.
2. Right-click on the clipart, then select FORMAT PICTURE
3. In the box that opens, click the RECOLOR button
4. In the new box that opens, click the button next to FILLS (unless you want to change the outline color as well)
5. For each fill color that you want to change, click the down arrow and select a new color. Click MORE COLORS to see your complete color palette (click both the STANDARD and CUSTOM tabs to explore various shades).
6. Click OK, then OK again, to set your new colors in place.



Once your clipart is recolored, you can copy and paste it into other applications (like Word). But there is a trick!

1. Click once on your recolored clipart to select it
2. From the EDIT menu, select COPY
3. Open Word
4. From Word's EDIT menu, select PASTE SPECIAL
5. From the choices given, select PICTURE

Taking Bits Out, Adding Bits In

REMOVING BITS FROM A PIECE OF CLIPART

You can remove parts of a clipart by ungrouping it and deleting the parts you don't want.

1. Insert the clipart into a blank PowerPoint slide.
2. Right-click on the clipart, select GROUPING, then UNGROUP
3. If you get a message, click YES, then you may need to repeat step 2
4. Click on the part of the clipart you want to remove, and press DELETE
5. When finished, select it all, click the DRAW button, select GROUP
(now your clipart is ready to be copied/pasted into another application)



ADDING NEW BITS

You can add parts of a clipart

1. Insert the clipart into a blank PowerPoint slide.
2. Add something new – you may need to order the layers differently by clicking the DRAW button (lower left corner), selecting ORDER, and reordering the layers of your clipart
3. Select it all, click the DRAW button, select GROUP



More Color Formatting

FORMATTING IN WORD AND POWERPOINT

You can apply various color formatting options in both Word and PowerPoint. Insert the clipart into your document, click on it one time to select it, and from the FORMAT menu, select PICTURE. From there you can change the overall coloring scheme:



Layout Options in Word

MOVING THE CLIPART AROUND IN WORD

When you insert a clipart into Word, it may be difficult to move it around freely. To change this, click on the clipart once to select it, in the wrapping style such as "in front of text" or "behind text" and the clipart will be able to be moved around freely.

